CONTINGENCY PLAN SUPPLEMENT DMT-952A (4/01)

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(DMT-952, Page 4 Duplication)

	(Divir-332, 1 age + Duplication)					
4.	Business Function					
Ge	neral Tasks and Responsibilities					
4a.	Identify each task and/or responsibility your organization routinely performs to confide the frequency you perform it and its Maximum Outage Time (MOT), maximum This is specified in hours or days. The tasks will be further defined below.	omplete t n amount	he busines of time be	s functions fore task m	identified ir ust be resto	Section red.
			Frequen	CV	MC	T
	Task Name / Description	Daily	Weekly	Monthly	Hour(s)	
4b.	Suspended Activities Identify those tasks that could be temporarily suspended during an emergency a activity needs to be resumed.	and the d	uration of t	he suspens	ion before t	he
	Task Name / Description			Duratio	on of Suspe	neion
	Task Name / Description			Duranc	ni oi ouspe	ension

CONTINGENCY PLAN SUPPLEMENT, DMT-952A **SECTION C – TASKS (Continued)**

(DMT-952, Page 5 Duplication)

Business Function / Task

4c. Notification Levels

Should a business function fail, effect and time of duration must be monitored to enable the outage to be elevated to the next severity level and appropriate action taken. For each function identify actions in the grid below. An example is provided in the sample.

SAMPLE:

Time	System Down	No Building Access	No System and No Building Access
1 DAY	Call Help Desk	Work From Home	Work From Home
7 DAYS	Manual Procedures	Activate Plan	Activate Plan
30 Days	Activate Plan	Activate Plan	Activate Plan
OVER 90 DAYS	Find Replacements	Find Replacements	Find Replacements

Time	System Down	No Building Access	No System and No Building Access
1 DAY			
7 DAYS			
30 Days			
OVER 90 DAYS			

4d. Call Tree

A Call Tree identifies who is notified at the time of an interruption to a function. It defines who is responsible for contacting specific team members. Telephone numbers should be obtained from the personnel list.

Team Leader – Name	Team Leader – Name
Contacts – Name	Contacts –Name
	<u> </u>

CONTINGENCY PLAN SUPPLEMENT, DMT-952A

SECTION D - CONTINUATION AND RECOVERY

(DMT-952 Page 6 Duplication)					
Business Function / Task					
5. Continuation / Recovery Planning					
5a. Vital Supplies					
	an addical business for allow . These	- it b - f			
Identify all supplies that will be needed to continue/recover fatal cinstructions, data, equipment, reference materials, food, medical s					
supply is to be obtained from an internal or external source.					
Description	Quantity / Location	Internal	External		
	quantity / 200ation	Resource	Resource		
5b. Applications, Software and Hardware					
Identify all applications that are used to perform this business func	tion. Identify any associated softwa	are or hardware t	:hat is		
required to run these applications. Software and hardware must be checked to ensure they are Y2K compliant and to identify any embedded chips that they may have.					

CONTINGENCY PLAN SUPPLEMENTAL, DMT-952A

SECTION D	- CONTINUATION	AND DECOVEDY	(Cantinuad)
SECTION D -	· CONTINUATION	AND RECOVER I	Continuea

(DMT-952, Page 7 Duplication)				
Business Function / Task				
5c. External Contacts				
Identify all agencies, partners, or public infrastructures, which operations. Also identify those groups or categories of agencies business function affects.	your organization must contact to continue critical or fatal es or partners or public infrastructures that an interruption to this			
Vendor / Agency Name	Address and Telephone Number			
5d. Continuation Strategy				
Describe the strategy for continuing your organization's function be taken by the recovery team members executing the strateg procedures. Refer to tasks identified in Item 4. Include any specific control or the strategy procedures.	ions. Include detailed instructions of responsibilities and actions to y. If automated tasks are identified, describe manual recover pecial training for substitute workers.			
Responsible Team				
Strategy				